

United States Department of Agriculture



Natural Resources Conservation Service
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MINNESOTA BULLETIN NO. 120-8-7

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SUBJECT: ADS – PROPERTY MANAGEMENT

Purpose. To provide offices with instructions on reporting vehicle accidents

Expiration Date. September 30, 2009.

In the event of an accident, offices are reminded of the following rules that must be adhered to:

1. Notify your supervisor immediately.
2. Prepare accident forms found in each vehicle's accident kit.
3. Follow the steps outlined on the vehicle accident checklist.
4. Submit accident forms within 3 days to the state office.
5. Obtain police reports, if applicable.

Under separate cover to area offices, a revised "Vehicle Accident Checklist" (yellow card) is being provided. Minor editorial changes were made. A "Proof of Insurance" is provided on the back side to provide law enforcement officials information about our insurance coverage.

Contact Laurie Otte, Management Services Specialist, if you have question

/s/

WILLAM HUNT
State Conservationist

DIST: AE

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